



MEETING DATE: December 3, 2024

TO: Mayor and Members of Council

FROM: Kathryn Langendyk, Treasurer
Tina Merner, Deputy Clerk

REPORT NO.: CL-11-2024

SUBJECT: Summary of update to Fees and Charges - 2024 to 2025

RECOMMENDATION:

THAT Council receive report no. CL-11-2024 for information;
AND THAT the proposed 2025 Fees and Charges be approved;
AND THAT an implementation by-law be brought forward at the next regular council meeting for adoption.

PURPOSE:

The purpose of this report is to provide Council with the recommended municipal fees and charges for 2025 for review and discussion.

BACKGROUND:

The fees and charges By-Law is set to recover costs providing various services. Part XII of the Municipal Act, S.O. 2001, c. 25, as amended permits municipalities to pass by-laws imposing fees or charges on any class of persons:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) for the use of its property including property under its control.

Notice of Intent to pass the Fees and Charges By-law has been posted on the municipal website on November 11, 2024 and advertised in the November 13th, 2024 edition of the Middlesex Banner.

DISCUSSION:

The clerks department has consulted with department managers and undertaken a review of the fees and charges by-law at this time. Please refer to the attached Summary of Fees and Charges Changes, 2024 to 2025 Comparison Chart, which outlines the summary of changes by department.

Please note the following:

- Water and Wastewater rates proposed are based on the water and wastewater rate study and financial plan completed by Watson & Associates Economists Ltd. and presented to Council on November 19, 2024 as well as staff report no. FIN-14-2024 dated December 3, 2024.
- Development Charges are set out specifically in the Development Charges By-law 26-2023 (and amended by By-Law 25-2024). Each year staff creates a DC Rates pamphlet that will outline applicable rates for specific time periods. This pamphlet will be posted on our website.
- Planning and Development fees have been compared with all lower tiers in Middlesex County. Overall Lucan Biddulph's fees were low for most planning applications. Increases have been applied to most to account for increased staff time with more complex applications as well as to remain consistent with our neighbours.
- Building Permit fees are remaining as is at this time, with the exception of a few additions or amendments as shown. Under the Building Code Act a public meeting is required to increase building permit rates. In consultation with the Chief Building Official, staff will be reviewing these rates in the new year and follow the public meeting requirements should a rate increase be necessary.
- Parks & Recreation fees are being increased by 3% based on inflation. The proposed changes for Schedule F would be effective April 1, 2025 (which is consistent with current practice)

IMPACT TO BUDGET:

Varying financial implications based on activity. When implementing fees, the intent is to recover the costs for the deliverable.

STRATEGIC PLAN:

This item does not align with any specific action item in the strategic plan.

ATTACHMENTS:

Attachment No. 1 – Summary of Fees and Charges Changes, 2024 to 2025 Comparison Chart

Respectfully submitted by:

Kathryn Langendyk

Kathryn Langendyk
Treasurer

Tina Merner

Tina Merner
Deputy Clerk